

APPENDIX A

DEVELOPMENT SERVICES DEPARTMENT

MANAGEMENT

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Director	Policy formulation, contract approval, discretionary approval, environmental approval. Policy guidance for the operating programs of the Neighborhood Code Compliance division, including code writing, code interpretation and enforcement policy.	1
Deputy Director (Chief Bldg Official)	Administer appropriate work programs.	1
Deputy Director	Administer appropriate work programs.	1
Asst. Deputy Director	Assist the Deputy Director in the administration of appropriate work programs.	1
Consultant	Consultants shall be included in the list of designed employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Director, Deputy Directors or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description a statement of the extent of disclosure requirements. The Director, Deputy Directors or Assistant Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.	3

SUPPORT SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Administer appropriate work programs, policy formulation, writing Managers Reports which include making recommendations to decision-makers. Manages Department IT Services, telecommunication, and GIS functions. Manages City addressing and zone mapping.	1
Information Systems Analyst IV	Liaison between department and San Diego Processing Corporation or private vendors of automated systems.	2
Supervising Management Analyst	Analyzes budgetary data; prepares and administers budgets; assures proper disbursements and expenditures; performs special procedural, operational, revenue and expenditure analysis.	2
Supervising Public Information Officer	Serves as media liaison, researches complex subjects and provides overview of status to the media; manages and produces (either directly or indirectly) all content provided to the public via printed materials and the internet; actively institutes practices designed to improve customer service.	2

BUILDING SAFETY & CONSTRUCTION

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Engineering Senior (Structural, Civil, Traffic, Mechanical)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval; subdivision approval; project management; contract payment; assessment spreads.	2
Senior Engineering Geologist	Review geological documents, construction inspection, material approval, subdivision approval, project management.	2
Senior Fire Protection Engineer	Technical advisor for fire and building staff, advise the Board of Appeals, review smoke control systems for large bldgs, provide training for staff, code interpretations and administrative duties assigned by the building official.	2
Fire Prevention Supervisors	Plan checking, code interpretation and enforcement, permit issuance, fire inspection and investigation.	2
Building Inspection Supervisor	Code writing, construction inspection, code interpretation; material approvals.	2
Senior Building Inspector (Structural, Mechanical, Electrical, Combination)	Construction inspection.	2

LAND DEVELOPMENT REVIEW

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Engineering Senior (Structural, Civil, Traffic)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval; subdivision approval; project management; contract payment; assessment spreads.	2
Land Surveying Senior	Code interpretation and formation; consultants agreements; subdivision and street action approval.	2
Senior Planner (Assigned as Hearing Officer)	Development review; Discretionary Permit review; policy interpretations of adopted ordinances; conduct hearings for Process 3 projects; hear appeals of Process 2 projects; perform Environmental Review.	2
Senior Engineering Geologist	Review geological documents, construction inspection, material approval, subdivision approval, project management	2

LOCAL ENFORCEMENT AGENCY

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Administer appropriate work programs; perform permit and environmental review; writing and revising ordinances; code writing and interpretation; policy formulation; writing Managers Reports which include making recommendations to decision-makers.	1

INFORMATION AND APPLICATION SERVICES

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Principal Plan Review Specialist	Manage staff teams to plan, direct and coordinate through subordinate supervisors, the permit services and public plan check functions; which include making recommendations to decision-makers.	2
Supervising Plan Review Specialist	Plan checking; code and ordinance interpretation.	2

PROJECT MANAGEMENT

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Manage staff teams for processing affordable/infill residential and sustainable building projects; policy formulation, writing Managers Reports which includes making recommendations to decision-makers.	1
Development Project Manager III	Project management and coordination; code and ordinance interpretation; code writing; policy formation; development review; project approval.	2
Development Project Manager II	Project management and coordination; code and ordinance interpretation; code writing; development review; project approval.	2
Development Project Manager I	Project management and coordination; code and ordinance interpretation; code writing; development review; project approval.	2
Engineering Senior (Structural, Civil, Traffic, Mechanical)	Code interpretation and policy formation; construction inspection; consultants agreements; material approval; project management; contract payment, assessment spreads.	2

**NEIGHBORHOOD CODE
COMPLIANCE**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Program Manager	Administers the work program for the Land Development Code; code writing, code interpretation and enforcement policy formulation.	1
Senior Civil Engineer	Plan checking; code and policy interpretation and enforcement policy formulation.	2
Senior Zoning Investigator	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Zoning Investigator	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Senior Combination Inspector	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Combination Inspector	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Senior Planner	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2

**NEIGHBORHOOD CODE
COMPLIANCE**

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Community Development Specialist	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Code Compliance Officer	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Housing Advisory and Appeals Board Member	Obligates and commits NCC to courses of action. Advises and makes recommendations to decision makers. Makes decisions that may affect real estate interests.	2
NCC Volunteer with enforcement authority	Obligates and commits NCC to courses of action to include administrative remedies. Advises and makes recommendations to decision makers. Performs investigations, analysis, research and exercises judgment with the intent to influence decisions. Makes decisions that may affect real estate interests.	2
Hearing Officer	Preside at administrative hearings to ensure due process is afforded; review appropriateness of penalties and administrative actions, issue subpoenas and issue binding administrative enforcement orders.	3

APPENDIX B
DISCLOSURE CATEGORY
DEVELOPMENT SERVICES DEPARTMENT

Category 1:

Investments and business positions in any business entity located in or doing business with the City of San Diego.

Income and gifts from sources located in or doing business with the City of San Diego.

Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

Category 2:

Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

For purposes of this category, any person or business entity means any construction firm, building supply firm, real estate or land development firm, architectural or engineering firm, land use data services firm, property information retrieval firm, geological services firm or financial institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.

DISCLOSURE BY CONSULTANTS

Category 3:

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Director, Deputy Directors or Assistant Deputy Directors may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description a statement of the extent of disclosure requirements. The Director, Deputy Directors or Assistant Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.